

Electronic Forms

CD 50/52

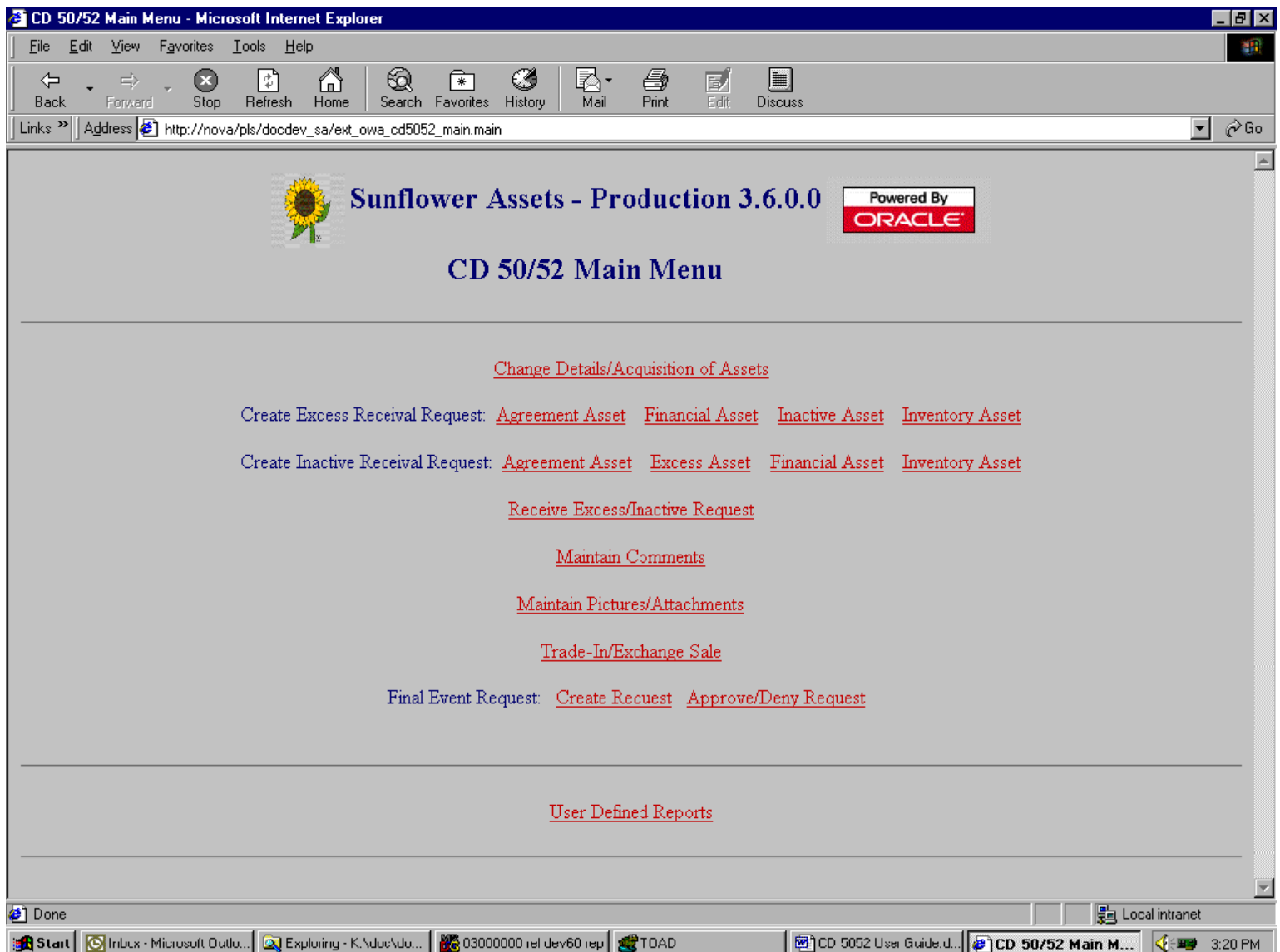
User's Guide

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Main Menu



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CD-52

The **CD-52** enables user to report a lost, stolen, damaged, sacrificed and unserviceable assets which qualifies an asset for retirement.

Processes to complete a transaction involve:

Create Final Event Request Manually List Asset (if you know the asset identifier)

Create Final Event Request Query (if you do not know the asset identifier)

Approve/Deny Final Event Request

Assign Approvers

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Create Final Event Request Manually List Assets

http://nova/pls/docdev_sa/ext_owa_final_event.fevent_request - Microsoft Internet Explorer

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Final Event Request

Date (MM/DD/YYYY) 10/23/2002 Event Type ABANDONED OR DESTROYED - EXC

Actions

Save Enter Query Manually List Assets New Event

Manually List Assets

[Bottom](#)

Enter the asset identifiers and then click the [Save] button above

Interest Type	Identifier
INVENTORY ASSET	
INVENTORY ASSET	
INVENTORY ASSET	
INVENTORY ASSET	
INVENTORY ASSET	
INVENTORY ASSET	

In the **Final Event Request** block, enter the final event date and choose the final event from the event type list. If the final event has user fields, it'll show in the screen. The user field changes when you change the event type. The event types are suffixed with a 3-letter code which stands for the interest types: (EXC – Excess, INV- Inventory, AGR – Agreement, FIN – Financial, INA – Inactive). This is to let the user know that their selected final event type is valid for the interest types they choose from the **Manually List Assets** block.

Example:

The **Abandoned or Destroyed** event type is valid for **Financial**,

Inventory and Excess Types. The selection list will show as

Abandoned or Destroyed – EXC

Abandoned or Destroyed – FIN

Abandoned or Destroyed – INV

The user may choose any of the above. And from the **Manually List Assets** block, they can request to retire an assets of interest types of Financial, Inventory and Excess.

In the **Actions block**, the *New Event* button assigns a new final event. It sets the **Date** field to blank. Examples of how the *New Event* button behaves:

Example 1:

After saving 5 assets with a final event of **Lost**, you want to retire 2 assets as **Damaged**. You change the event type from **Lost** to **Damaged** and click the **Save** button. The 5 assets together with the 2 assets will share the same final event of **Damaged**.

Example 2:

After saving 5 assets with a final event of **Lost**, you want to retire 2 assets as **Damaged**. You click the *New Event* button, change the event type from **Lost** to **Damaged**, enter the date and click the **Save** button. The 5 assets will have the final event of **Lost** and the 2 assets have final event of **Damaged**.

In the **Manually List Assets** block, choose the interest type and the asset identifier you want to request for retirement.

Click the *Save* button to create a request.

An *Ok* to the left of the identifier and the request number to the rightmost of the table is displayed for successful commit. A red-colored box to the left of the identifier and, a message below the asset information is displayed for unsuccessful commit. The catalog information is displayed after commit.

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Create Final Event Request Query Results

The screenshot shows a web browser window titled "http://nova/pls/docdev_sa/ext_owa_final_event.fevent_request - Microsoft Internet Explorer". The browser's address bar shows the URL "http://nova/pls/docdev_sa/ext_owa_final_event.fevent_request".

The main content area is divided into three sections:

- Final Event Request:** This section contains two input fields: "Date (MM/DD/YYYY)" with the value "10/23/2002" and "Event Type" with a dropdown menu showing "ABANDONED OR DESTROYED - EXC".
- Actions:** This section contains several buttons: "Save", "Enter Query", "Select All", "De-select All", "Show Asset Details" (with a checkbox), "Manually List Assets", and "New Event".
- Query Results:** This section contains a link "Bottom" and a text instruction: "Choose assets by clicking the Request checkbox and then click the [Save] button above". Below this is a table with the following data:

Process	Identifier	Manufacturer	Model	Official Name	Serial Number
<input type="checkbox"/>	CD0000883081	DELL	GX110	COMPUTER DESKTOP	6XVH20B
<input type="checkbox"/>	CD0000883097	DELL	GX110	COMPUTER DESKTOP	6YVH20B
<input type="checkbox"/>	CD0000883098	DELL	GX110	COMPUTER DESKTOP	5JVH20B
<input type="checkbox"/>	CD0000883099	DELL	GX110	COMPUTER DESKTOP	5KJH20B

In the **Final Event Request** block, enter the final event date and choose the final event from the event type list. If the final event has user fields, it'll show in the screen. The user field changes when you change the event type. The event types are suffixed with a 3-letter code which stands for the interest types: (EXC – Excess, INV- Inventory, AGR – Agreement, FIN – Financial, INA – Inactive). This is to let the user know that their selected final event type is valid for the interest types they choose from the **Query Results** block.

Example:

The **Abandoned or Destroyed** event type is valid for **Financial, Inventory and Excess Types**. The selection list will show as

Abandoned or Destroyed – EXC

Abandoned or Destroyed – FIN

Abandoned or Destroyed – INV

The user may choose any of the above. And from the **Query Results** block, they can request to retire an assets of interest types of Financial, Inventory and Excess.

In the **Actions block**, the *New Event* button assigns a new final event. It sets the **Date** field to blank. Examples of how the *New Event* button behaves:

Example 1:

After saving 5 assets with a final event of **Lost**, you want to retire 2 assets as **Damaged**. You change the event type from **Lost** to **Damage** and click the **Save** button. The 5 assets together with the 2 assets will share the same final event of **Damage**.

Example 2:

After saving 5 assets with a final event of **Lost**, you want to retire 2 assets as **Damaged**. You click the *New Event* button, change the event type from **Lost** to **Damaged**, enter the date and click the **Save** button. The 5 assets will have the final event of **Lost** and the 2 assets will have the final event of **Damaged**.

To search on assets, click the *Enter Query* button to display the **QUERY CRITERIA** screen.

To display the above screen, click the *Execute Query* button from the **QUERY CRITERIA** screen.

In the **Query Results** block, check the *Process* checkbox for those assets you want to request for retirement.

Click the *Save* button to create a request.

An *Ok* to the left of the identifier and the request number to the rightmost of the table is displayed for successful commit. A red-colored box to the left of the identifier and, a message below the asset information is displayed for unsuccessful commit. The catalog information is displayed after commit.

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Approve/Deny Final Event Request

http://nova/pls/docdev_sa/ext_owa_fevent_approval.main - Microsoft Internet Explorer

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Request Information

Request Number	401	PMO	OWNER REPOSITORY
Identifier	CD0001037736	Serial Number	1378353-0006
Date	10/23/2002	Event Type	EXCHANGE/SALE
User Fields:	Exc Proceeds:1000__Test:BUREAU OF ECONOMIC ANALYSIS__Pick-up Location:CALIFORNIA		

Approvers Information

Assign Approvers

No. of Approvers:

Email Message:

Accept	Deny	Notify	Remove	Last Name	First Name	Comment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OWNER	REPOSITORY	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BARNHILL	CAROL	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BANKS	GWELLNAR	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALSPACH	MARY KATHRYN	

Request Status: OPEN

Save

Done Local intranet

At the initial form startup, only the **Request Information** is displayed.

In the *Request Number* field, enter the request number and then **Tab**, the **Request Information** block displays the *Identifier*, *PMO*, *Serial Number*, *Final Event Date*, *Final Event Type* and *Final Event User Fields*.

The **Approvers Information** block displays the approvers's action (Accept, Deny or no Action), last name, first name and comments for the request number entered.

The *Assign Approvers* button displays the **Assign Approvers** screen. To assign approvers to other requests, you must save first. For functionality go to **Assign Approvers**.

The *No. of Approvers* field enables the PMO to enter as many approvers as he/she needs.

When the PMO has not assigned approvers, his/her name will show up as the only approver in the list. This is because at the time the final event request is created, the PMO is also created as an approver.

The *Email Message* is the message that is sent via email when the PMO checks the *Notify* checkbox. The default value of the *Email Message* field is derived from a parameter (see **Notification**). The PMO can change this email message field .

To send email to an approver, check the *Notify checkbox*.

To remove an approver, check the *Remove checkbox*.

Click the *Save* button to process the request (i.e. to accept or deny the request, add and/or notify or remove an approver or update comment).

Rules:

PMO is defined as the primary contact (ACR type) for the Organization Manager of the asset.
Approver is defined as the person assigned by the PMO to look at such request.

1. Only the PMO can assign approvers to the requests.
2. The approvers information can be changed only for **request status** of **Open**. Once the request has changed to a status other than **Open** the screen is in view-only mode.
3. The *Accept or Deny* checkbox and the *Comment* field is updatable only by the user where his/her name appears in the approver's list.
4. The PMO can notify the approvers anytime while the request is open.
5. The PMO can assign the same list of approvers to other open requests. For functionality go to **Assign Approvers**.
6. The PMO can remove the approvers as long as the request is open and that the approver has not accepted or denied the request.
7. The approver can make changes to his/her entry while the request is open.
8. The PMO can accept or deny the request regardless of the approvers accepting, denying or taking no action. Denying the request sets the request status to **Denied**. Accepting the request creates a final event, retires the asset and sets the request to **Completed**.

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Assign Approvers

The screenshot shows a web browser window with the URL `http://nova/pls/docdev_sa/ext_owa_fevent_approval.assign_approver?p_request_number=401&p_asset_`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The application interface features a table with columns: Assign All, Request #, Identifier, Manufacturer, Model Number, and Serial No. The 'Assign All' column contains a checkbox. The 'Request #' column shows the value 403. The 'Identifier' column shows [CD0000979081](#). The 'Manufacturer' column shows DELL. The 'Model Number' column shows OPTIPLEX GX1. The 'Serial No.' column shows OQGFJ. Below this table is an 'Email Message:' label and a text area containing 'Requesting for your approval'. At the bottom, there is another table with columns: Select All, Notify All, Last Name, and First Name. This table lists four entries: ALSPACH MARY KATHRYN, BANKS GWELLNAR, BARNHILL CAROL, and OWNER REPOSITORY. Each entry has checkboxes in the 'Select All' and 'Notify All' columns. At the very bottom of the interface are 'Save' and 'Close' buttons.

Assign All	Request #	Identifier	Manufacturer	Model Number	Serial No.
<input type="checkbox"/>	403	CD0000979081	DELL	OPTIPLEX GX1	OQGFJ

Email Message:

Select All	Notify All	Last Name	First Name
<input type="checkbox"/>	<input type="checkbox"/>	ALSPACH	MARY KATHRYN
<input type="checkbox"/>	<input type="checkbox"/>	BANKS	GWELLNAR
<input type="checkbox"/>	<input type="checkbox"/>	BARNHILL	CAROL
<input type="checkbox"/>	<input type="checkbox"/>	OWNER	REPOSITORY

The **Assign Approver** screen allows the user to assign the approvers of “a request” to “other requests”. The “other request” is defined as those requests that were created at the same time/batch as the “a request” (i.e. they have the same final event) from the **Create Final Event Request**. The list of requests includes those request that are **Open**.

Example: Date: 10/02/2002 Event Type: Lost

Final Event ID: 50000000012 (not shown to the user)

Identifier	Request Number
A0101	400
B0101	401
C0101	402
D0101	403
E0101	404

From the **Approve/Deny Final Event Request**, you assign approvers to request number 400, click the *Save* button and then click the *Assign Approver* button, the **Assign Approver** screen will show Requests 401 – 404 (provided they are open) and all the approvers you assigned for Request 400.

The *Email Message* is the message that is sent via email when the PMO checks the *Notify* checkbox. The default value of the *Email Message* field is derived from a parameter (see **Notification**). The PMO can change this email message field.

Where a final event request is created for one asset identifier, only the list of approvers and the *Close* button is displayed.

The *Assign-All* button checks all the assign-all checkbox. The button toggles to *Assign-All/Unassign-All*.

The *Select-All* button checks all the select-all checkbox. The button toggles to *Select-All/Un-Select All*.

The *Notify-All* button checks all the notify-all checkbox. The button toggles to *Notify-All/Un-Notify All*.

The *Assign-All*, *Select-All* and *Notify-All* buttons enable the user to select/deselect all instead of checking/unchecking them one at a time.

Click the *Save* button to commit.

How the save works:

The save works for those assign-all checkbox that are checked.

When the select-all checkbox is checked, the selected name is created as an approver

When the notify-all checkbox is checked, the selected name is notified via email.

When select-all checkbox is checked and/or notify-all checkbox is checked but no assign-all checkbox is checked, the save does nothing.

The result is shown at the request table to the left of the Assign-All checkbox. An *Error* button is displayed for unsuccessful save. An 'Ok' is displayed for successful save. A blank is displayed for which the Assign-All checkbox is unchecked.

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CD-50

CD-50 is used for a variety of transactions related to assets. All these transactions except for Trade-In/Exchange are “requests” to the property department to make the change in the asset tracking system. These transactions can be broadly categorized in the following categories.

1. Acquisition of assets
2. Change of asset data like Serial number, cost, accounting info in user fields, location or acquisition date.
3. Transfer of assets from one steward to another within the same owner or a different owner or change of manager.
4. Request to pickup an asset by the excess department and declare the asset as excess.
5. Loan the property to an external organization.
6. Record the disposal of the asset (trade-in, exchange sale).
7. Request an asset to be moved to storage or repair.

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Change Details/Acquisition of Assets

http://nova/pls/docdev_sa/ext_owa_asset.load_ivas - Microsoft Internet Explorer







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 **Sunflower Assets - Production 3.6.0.0** **Powered By ORACLE**

Repository Owner

Steward	<input type="text"/>	
Custodian Last Name	<input type="text"/>	
Custodian First Name	<input type="text"/>	
Owner	<input type="text"/>	
Manager	<input type="text"/>	
Manufacturer	<input type="text"/>	
Model	<input type="text"/>	
Description	<input type="text"/>	
Acquisition Date	<input type="text"/>	
Value	<input type="text"/>	
Initial Event	<input type="text"/>	

Site

The *Change Details/Acquisition of Assets* enables you to make changes to an existing asset or to create a new asset. The entries you make does not change or create an asset rather they are saved in the load interface table.

All fields are optional.

http://noaa.gov/pis/docdev_servlet_bwa_assetload_ivas - Microsoft Internet Explorer

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Model

Description

Acquisition Date

Value

Initial Event

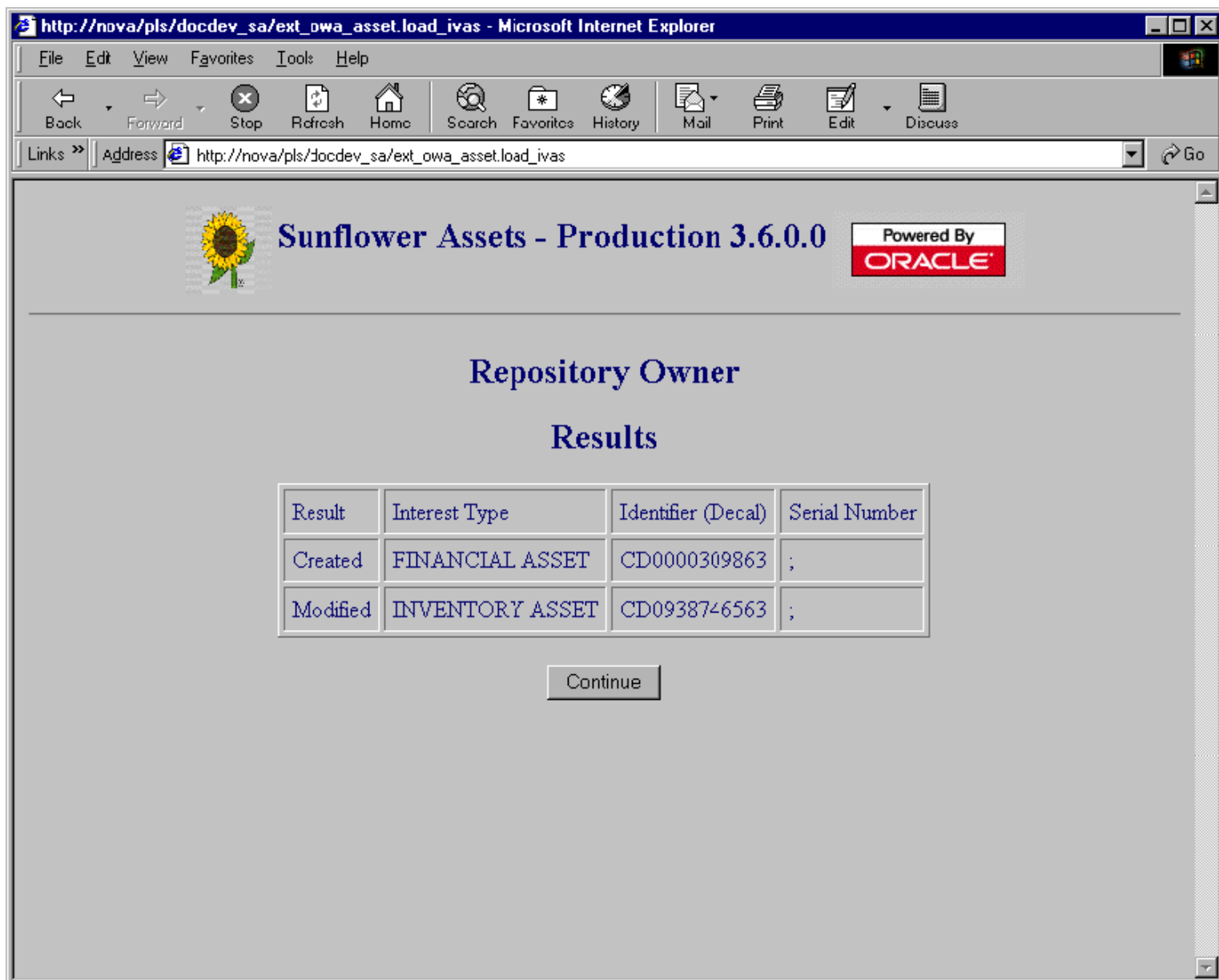
Site

	Interest Type	Identifier	Serial Number	Serv. Life Yrs
<input type="button" value="add"/>	INVENTORY ASSET	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="add"/>	INVENTORY ASSET	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="add"/>	INVENTORY ASSET	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="add"/>	INVENTORY ASSET	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="add"/>	INVENTORY ASSET	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="add"/>	INVENTORY ASSET	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="add"/>	INVENTORY ASSET	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="add"/>	INVENTORY ASSET	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="add"/>	INVENTORY ASSET	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="add"/>	INVENTORY ASSET	<input type="text"/>	<input type="text"/>	<input type="text"/>

To create an asset, choose “add” and the interest type from the list and enter the asset identifier in the *Identifier* field.

To make changes to an asset, choose “upd” and the interest type from the list and enter the asset identifier in the *Identifier* field.

Click the *Save* button to commit the changes.



After clicking the *Save* button, a screen similar to the above is displayed showing the results of the save. Click the *Continue* button to return to the **Change Details/Acquisition of Assets** screen.

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Create Excess Receival Request

Create Excess Receival request enables you to make an electronic request that an asset be sent to excess.

An excess receival request can be created for multiple assets at one time provided that they are of the same interest type. From the main menu choose the desired interest type.

To send an existing asset to excess go to:

Create Excess Receival Request Manually List Assets if you know the asset identifier

Create Excess Receival Request QUERY if you do not know the asset identifier.

To send a non-interest asset to excess go to Create Excess Receival Request Non-Barcode.

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Create Excess Receival Request Manually List Assets

http://nova/pls/docdev_sa/ext_owa_exas_receival.main?p_entity_id=57499&p_entity_name=Inventory+ - Microsoft Internet Explorer

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Links >> Address http://nova/pls/docdev_sa/ext_owa_exas_receival.main?p_entity_id=57499&p_entity_name=Inventory+Asset Go

Inventory Asset Excess Receival: Pick-up and Delivery Information

Excess in-place? ☐

Pick-Up Location [List](#)

Delivery-to Location [List](#)

Actions

[Save](#) [Enter Query](#) [Manually List Assets](#) [Non-Barcode](#)

Manually List Assets

[Bottom](#)

Enter the asset identifiers and then click the [Save] button above

Identifier	Condition Code
<input type="text"/>	1 - EXCELLENT
<input type="text"/>	1 - EXCELLENT
<input type="text"/>	1 - EXCELLENT
<input type="text"/>	1 - EXCELLENT
<input type="text"/>	1 - EXCELLENT
<input type="text"/>	1 - EXCELLENT

To display the above screen, click the *Manually List Assets* button.

To specify the pick-up location for the asset, in the top block, **Pick-up and Delivery Information**, enter the pick-up and deliver-to locations by clicking the *List* button. The *List* button displays the **Locations** screen (see List of Values for Locations).

To excess an asset without moving it from its current location, select the **Excess in-place?** check box and check it.

In the **Manually List Assets** block, in the *Identifier* field, enter the asset identifier. Choose the condition code from the list.

Click the *Save* button to commit the request

If the change was successful, an “Ok” is displayed at the leftmost of the table and the request number at the rightmost of the table.

If the change was not successful, a message is displayed below the asset information.

After clicking the *Save* button, the **Manually List Assets** block displays the result (OK – successful, red-colored – unsuccessful), manufacturer, model number, official name, serial number, condition code and, for successful request, the request number.

After saving the requests, update to the **request information** such as the condition code, pick-up and/or delivery-location, excess-in place is still possible for the displayed requests.

To make changes to the request information, click the *Save* button, the results column will change to a checkbox. Check the box you want included in the update. Make changes to the request information. Click the *Save* button.

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Create Excess Receival Request Query Results

http://nova/pls/docdev_sa/ext_owa_exas_receival.main?p_entity_id=57499&p_entity_name=Inventory+ - Microsoft Internet Explorer


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Links >> Address http://nova/pls/docdev_sa/ext_owa_exas_receival.main?p_entity_id=57499&p_entity_name=Inventory+Asset Go

Inventory Asset Excess Receival: Pick-up and Delivery Information

Excess in-place? ☐

Pick-Up Location 

Delivery-to Location 

Actions

Save Enter Query Select All De-select All Show Asset Details ☐ Manually List Assets Non-Barcode

Query Results

[Bottom](#)

Choose assets by clicking the Request checkbox and then click the [Save] button above

Request	Identifier	Manufacturer	Model	Official Name	Serial Number	Condition Code
<input type="checkbox"/>	CD0001037730	MICRON ELECTRONICS	MILLENNIA MAX	COMPUTER DESKTOP	1345094-0001	1 - EXCELLENT
<input type="checkbox"/>	CD0001037731	MICRON ELECTRONICS	MILLENNIA MAX	COMPUTER DESKTOP	1378353-0001	1 - EXCELLENT
<input type="checkbox"/>	CD0001037732	MICRON ELECTRONICS	MILLENNIA MAX	COMPUTER DESKTOP	1378353-0002	1 - EXCELLENT

To search on assets, click the *Enter Query* button to display the **QUERY CRITERIA** screen.

To display the above screen, click the *Execute Query* button from the **QUERY CRITERIA** screen.

To specify the pick-up location for the asset, in the top block, **Pick-up and Delivery Information**, enter the pick-up and deliver-to locations by clicking the *List* button. The *List* button displays the **Locations** screen (see List of Values for Locations).

To excess an asset without moving it from its current location, select the **Excess in-place?** check box and check it.

In the **Query Results** block, check the *Request* checkbox you want to include in the request. Choose the condition Code from the list.

Click the *Save* button to commit the request.

If the change was successful, an “Ok” is displayed at the leftmost of the table and the request number at the rightmost of the table.

If the change was not successful, a message is displayed after the asset information.

After clicking the *Save* button, the **Query Results** block displays the result (OK – successful, red-colored – unsuccessful), manufacturer, model number, official name, serial number, condition code and, for successful commit, the request number.

After saving the requests, update to the **request information** such as the condition code, pick-up and/or delivery-location, excess-in place is still possible for the displayed requests.

To make changes to the request information, click the *Save* button, the results column will change to a checkbox. Check the box you want included in the update. Make changes to the request information. Click the *Save* button.

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Create Excess Receival Non-Barcode

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Inventory Asset Excess Receival: Pick-up and Delivery Information

Excess in-place? ☐

Pick-Up Location [List](#)

Delivery-to Location [List](#)

Actions

[Save](#) [Enter Query](#) [Manually List Assets](#) [Non-Barcode](#)

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Enter the asset information and then click the [Save] button above

Request	Catalog Information	Asset Information
<input type="checkbox"/>	<p>Manufacturer <input type="text"/> List</p> <p>Model Number Name <input type="text"/></p> <p>Official Name <input type="text"/></p> <p>Serial Number <input type="text"/></p> <p>Condition 1 - EXCELLENT <input type="text"/></p>	<p>Manager <input type="text"/> List</p> <p>Owner <input type="text"/> List</p> <p>Steward <input type="text"/> List</p> <p>Location <input type="text"/> List</p> <p>Acquisition Cost <input type="text"/> Date <input type="text"/></p> <p>Commodity Asset <input type="text"/> <input type="button" value="View"/></p>

To display the above screen , click the *Non-Barcode* button.

To specify the pick-up location for the asset, in the top block, **Pick-up and Delivery Information**, enter the pick-up and deliver-to locations by clicking the *List* button. The *List* button displays the **Locations** screen (see List of Values for Locations).

To send an asset to excess without moving it from its current location, select the **Excess-in-place?** check box and check it.

In the **Non-Barcode** block, enter the **Manufacturer** by clicking the *List* button next to the field. The *List* button displays the **Catalog Information** screen. Choose condition code from the list. Enter the Manager, Owner, Steward and Location. You may click the *List* button next to each field to select from a list. Enter the acquisition cost and acquisition date. If the asset is considered as a commodity item, choose *Yes* from the commodity asset list and the **Commodity Information** is displayed.

Mandatory fields: All except for **Serial Number**.

You must check the *Request* checkbox to include this in the commit process otherwise you will lose your entries.

Click the *Save* button to commit the request.

If the change was successful, an “Ok” is displayed at the leftmost of the table and the request number at the rightmost of the table.

If the change was not successful, a message is displayed after the asset information.

After clicking the *Save* button, the **Query Results** block displays the result (OK – successful, red-colored – unsuccessful), catalog information, asset information, condition code and, for successful commit, the request number.

After saving the requests, update to the **request information** such as the catalog information, the asset information, condition code, pick-up and/or delivery-location, excess-in place is still possible for the displayed requests.

To make changes to the request information, click the *Save* button, the results column will change to a checkbox. Check the box you want included in the update. Make changes to the request information. Click the *Save* button.

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Create Inactive Receival Request

Create Inactive Receival request enables you to make an electronic request that an asset be sent to inactive.

An inactive receival request can be created for multiple assets at one time provided that they are of the same interest type. From the main menu choose the desired interest type.

To send an existing asset to inactive go to:

Create Inactive Receival Request Manually List Assets if you know the asset identifier.

Create Inactive Receival Request QUERY if you do not know the asset identifier.

To send a non-interest asset to inactive go to Create Inactive Receival Request Non-Barcode.

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Create Inactive Receival Request Manually List Assets

http://nova/pls/docdev_sa/ext_owa_inas_receival.main?p_entity_id=57499&p_entity_name=Inventory+ - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Links » Address http://nova/pls/docdev_sa/ext_owa_inas_receival.main?p_entity_id=57499&p_entity_name=Inventory+Asset Go

Inventory Asset Inactive Receival: Pick-up and Delivery Information

Inactive in-place? ☐

Pick-Up Location

Delivery-to Location

Actions

Save Enter Query Manually List Assets Non-Barcode

Manually List Assets

[Bottom](#)

Enter the asset identifiers and then click the [Save] button above

Identifier	Inactive Type	Avail. to others?	Contact Person (Last Name First Name)
<input type="text"/>	CONTROLLED	Yes	<input type="text"/>
<input type="text"/>	CONTROLLED	Yes	<input type="text"/>
<input type="text"/>	CONTROLLED	Yes	<input type="text"/>
<input type="text"/>	CONTROLLED	Yes	<input type="text"/>
<input type="text"/>	CONTROLLED	Yes	<input type="text"/>

To display the above screen , click the *Manually List Assets* button.

To specify the pick-up location for the asset, in the top block, **Pick-up and Delivery Information**,

enter the pick-up and deliver-to locations by clicking the *List* button. The *List* button displays the **Locations** screen (see List of Values for Locations).

To send an asset to inactive without moving it from its current location, select the **Inactive-in-place?** check box and check it.

In the **Manually List Assets** block, in the *Identifier* field, enter the asset identifier. Choose the inactive type and available to others from the list. Click the *Last Name* or *First Name List* button to enter the contact person's name. The *Last Name* or *First Name* button displays the **People** screen (see List of Values for People);

Click the *Save* button to commit the request.

If the change was successful, an "Ok" is displayed at the leftmost of the table and the request number at the rightmost of the table.

If the change was not successful, a message is displayed after the asset information.

After clicking the *Save* button, the **Manually List Assets** block displays the result (OK – successful, red-colored – unsuccessful), manufacturer, model number, official name, serial number, inactive type, available to others, contact person last name, contact person first name and, for successful commit, the request number.

After saving the requests, update to the **request information** such as the inactive type, available to others, contact person last name, contact person first name, pick-up and/or delivery-location, inactive-in place is still possible for the displayed requests.

To make changes to the request information, click the *Save* button, the results column will change to a checkbox. Check the box you want included in the update. Make changes to the request information. Click the *Save* button.

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Create Inactive Receival Request Query Results

http://nova/pls/docdev_sa/ext_owa_inas_receival.main?p_entity_id=57499&p_entity_name=Inventory+ - Microsoft Internet Explorer

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Links >> Address http://nova/pls/docdev_sa/ext_owa_inas_receival.main?p_entity_id=57499&p_entity_name=Inventory+Asset Go

Inventory Asset Inactive Receival: Pick-up and Delivery Information

Inactive in-place? ☐

Pick-Up Location [↓](#)

Delivery-to Location [↓](#)

Actions

Save Enter Query Select All De-select All Show Asset Details ☐ Manually List Assets Non-Barcode

Query Results

[Bottom](#)

Choose assets by clicking the Request checkbox and then click the [Save] button above

Request	Identifier	Manufacturer	Model	Official Name	Serial Number	Inactive Type	Avail. to Others?	Contact Person (Last Name First Name)
<input type="checkbox"/>	CD0001037730	MICRON ELECTRONICS	MILLENNIA MAX	COMPUTER DESKTOP	1345094-0001	CONTROLLED	No	<input type="text"/> ↓
<input type="checkbox"/>	CD0001037731	MICRON ELECTRONICS	MILLENNIA MAX	COMPUTER DESKTOP	1378353-0001	CONTROLLED	No	<input type="text"/> ↓
<input type="checkbox"/>	CD0001037732	MICRON	MILLENNIA	COMPUTER	1378353-	CONTROLLED	No	<input type="text"/> ↓

To search on assets, click the *Enter Query* button to display the **QUERY CRITERIA** screen.

To display the above screen, click the *Execute Query* button from the **QUERY CRITERIA** screen.

To specify the pick-up location for the asset, in the top block, **Pick-up and Delivery Information**, enter the pick-up and deliver-to locations by clicking the *List* button. The *List* button displays the **Locations** screen (see List of Values for Locations).

To send an asset into inactive without moving it from its current location, select the **Inactive-in-place?** check box and check it.

In the **Query Results** block, check the *Request* checkbox you want to include in the request. Choose the inactive type and available to others from the list. Click the *Last Name* or *First Name List* button to enter the contact person's name. The *Last Name* or *First Name* button displays the **People** screen (see List of Values for People);

Click the *Save* button to commit the request.

If the change was successful, an “Ok” is displayed at the leftmost of the table and the request number at the rightmost of the table.

If the change was not successful, a message is displayed after the asset information.

After clicking the *Save* button, the **Query Results** block displays the result (OK – successful, red-colored – unsuccessful), manufacturer, model number, official name, serial number, inactive type, available to others and, for successful commit, the request number.

After saving the requests, update to the **request information** such as the inactive type, available to others, contact person’s first name and last name, pick-up and/or delivery-location, inactive-in place is still possible for the displayed requests.

To make changes to the request information, click the *Save* button, the results column will change to a checkbox. Check the box you want included in the update. Make changes to the request information. Click the *Save* button.

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Create Inactive Receival Request Non-Barcode

http://nova/pls/docdev_sa/ext_owa_inas_receival.main?p_entity_id=57499&p_entity_name=Inventory+ - Microsoft Internet Explorer

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Links >> Address http://nova/pls/docdev_sa/ext_owa_inas_receival.main?p_entity_id=57499&p_entity_name=Inventory+Asset Go

Inventory Asset Inactive Receival: Pick-up and Delivery Information

Inactive in-place? ☐

Pick-Up Location [List](#)

Delivery-to Location [List](#)

Actions

[Save](#) [Enter Query](#) [Manually List Assets](#) [Non-Barcode](#)

Enter the asset information and then click the [Save] button above

Request	Catalog/Receival	Asset Information
<input type="checkbox"/>	Manufacturer <input type="text"/> List	Manager <input type="text"/> List
	Model Number Name <input type="text"/>	Owner <input type="text"/> List
	Official Name <input type="text"/>	Steward <input type="text"/> List
	Serial Number <input type="text"/>	Location <input type="text"/> List
	Inactive Type <input type="text"/> <input type="text"/> Avail to others <input type="text"/> <input type="text"/>	Acquisition Cost <input type="text"/> Date <input type="text"/>
	Contact's Last Name <input type="text"/> List	Commodity Asset <input type="text"/> <input type="text"/>
	Contact's First Name <input type="text"/> List	

To display the above screen , click the *Non-Barcode* button.

To specify the pick-up location for the asset, in the top block, **Pick-up and Delivery Information**, enter the pick-up and deliver-to locations by clicking the *List* button. The *List* button displays the **Locations** screen (see List of Values for Locations).

To send an asset to inactive without moving it from its current location, select the **Inactive-in-place?** check box and check it.

In the **Non-Barcode** block, enter the **Manufacturer** by clicking the *List* button next to the field. The *List* button displays the **Catalog Information** screen. Choose inactive type, avail. To others, contact person's name from the list. Enter the Manager, Owner, Steward and Location. You may click the *List* button next to each field to select from a list. Enter the acquisition cost and acquisition date. If the asset is considered as a commodity item, choose *Yes* from the commodity asset list and the **Commodity Information** is displayed.

Mandatory fields: All except for **Serial Number**.

You must check the *Request* checkbox to include this in the commit process otherwise you will lose your entries.

Click the *Save* button to commit the request.

If the change was successful, an “Ok” is displayed at the leftmost of the table and the request number at the rightmost of the table.

If the change was not successful, a message is displayed after the asset information.

After clicking the *Save* button, the **Query Results** block displays the result (OK – successful, red-colored – unsuccessful), catalog information, asset information, inactive type, avail. To others, contact person’s name and, for successful commit, the request number.

After saving the requests, update to the **request information** such as the catalog information, the asset information, inactive type, avail. To others, contact person’s name, pick-up and/or delivery-location, inactive-in place is still possible for the displayed requests.

To make changes to the request information, click the *Save* button, the results column will change to a checkbox. Check the box you want included in the update. Make changes to the request information. Click the *Save* button.

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Receive Excess/Inactive Request

http://nova/pls/docdev_sa/ext_owa_receive_request.main - Microsoft Internet Explorer

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Links >> Address http://nova/pls/docdev_sa/ext_owa_receive_request.main Go

Sunflower Assets - Production 3.6.0.0 Powered By ORACLE

Repository Owner

Email Message (Accept):
Accepted this request

Email Message (Deny):
Denied this request

Accept	Deny	Notify	Request No.	Received Date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10/28/2002
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10/28/2002
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10/28/2002
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10/28/2002
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10/28/2002
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10/28/2002
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10/28/2002
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10/28/2002
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10/28/2002
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10/28/2002

Save/Query Reset

Done Local intranet

This screen enables user to accept (receive) or deny the excess or inactive receipt request.

To query request(s), enter the request number in the *Request No.* field and then click *Save/Query* button. The screen will display the request information: accept (unchecked), deny (check if previously denied), notify (unchecked), request no., received date (current date), received by (when previously accepted), terminated by (if previously denied), receipt type (excess or inactive).

To accept a request, check the *Accept* checkbox and click *Save/Query* button. This request will record the current user as the received by and the *received date* field as the received date.

To deny a request, check the *Deny* checkbox and click the *Save/Query* button. This request will be record the the current user as the “person terminator” and the *received date* field as the “request close datetime”.

To notify the requester, check the notify checkbox and then click the *Save/Query* button. Either the *accept or deny* checkbox is checked to send an email to the requester. You may change the email message (accept or deny).

Note: You can only accept or deny an open request. An open request is indicated with the unchecked *Deny* button. The *Save/Query* button allows processing of one or more requests.

The *Email Message* is the message that is sent via email when the user checks the *Notify* checkbox. The default value of the *Email Message* field is derived from a parameter (see **Notification**). The user can change this field.

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Maintain Comments

http://nova/pls/docdev_sa/ext_owa_att_cmnt.cmnt_main - Microsoft Internet Explorer

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Links >> Address http://nova/pls/docdev_sa/ext_owa_att_cmnt.cmnt_main Go

Maintain Comments

INVENTORY ASSET Identifier Add

COMMENT

INVENTORY ASSET Identifier View

Maintain Comment enables you to capture comments for assets.

To view comments, in the *Identifier* field, enter the asset identifier, choose the interest type from the list and click the *View* button.

To capture comments, in the *Identifier* field, enter the asset identifier, choose the interest type from the list, choose the comment type from the list, enter the comment text and click the *Add* button.

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Maintain Pictures/Attachments

Maintain Pictures/Attachments (Part 1)

Maintain Attachments

INVENTORY ASSET Identifier Add

File Browse...

Type BACK (PICTURE)

Description

INVENTORY ASSET Identifier List

Maintain Pictures/Attachments enables you to capture pictures for assets.

To view pictures/attachments, in the *Identifier* field, enter the asset identifier, choose the interest type from the list and click the *List* button.

To capture pictures/attachments, in the *Identifier* field, enter the asset identifier, enter the file name or click the **Browse** button to select from the list, choose the interest type from the list, choose the picture/attachment type from the list, enter description and click the *Add* button.

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Maintain Pictures/Attachments (Part II)

Maintain Attachments

INVENTORY ASSET Identifier Add

File Browse...

Type BACK (PICTURE)

Description

INVENTORY ASSET Identifier CD0000883958 List

Save	Delete?	Catalog?	Type	Name	Description	MIME Type	Size (Bytes)
View	<input type="checkbox"/>		OTHER	lanl.sql	TEST2	application/octet-stream	3317
View	<input type="checkbox"/>		OTHER	lanl.txt	TEST1	text/plain	3010
View	<input type="checkbox"/>		BACK	sa_ap.gif	TEST	image/gif	129

The Maintain Pictures/Attachments screen enables you to delete or update the pictures/attachments of an asset.

In the **Identifier** field, enter the asset identifier, choose the interest type from the list and click the *List* button to display the pictures/attachments.

To view the actual pictures/attachments, click the *View* button.

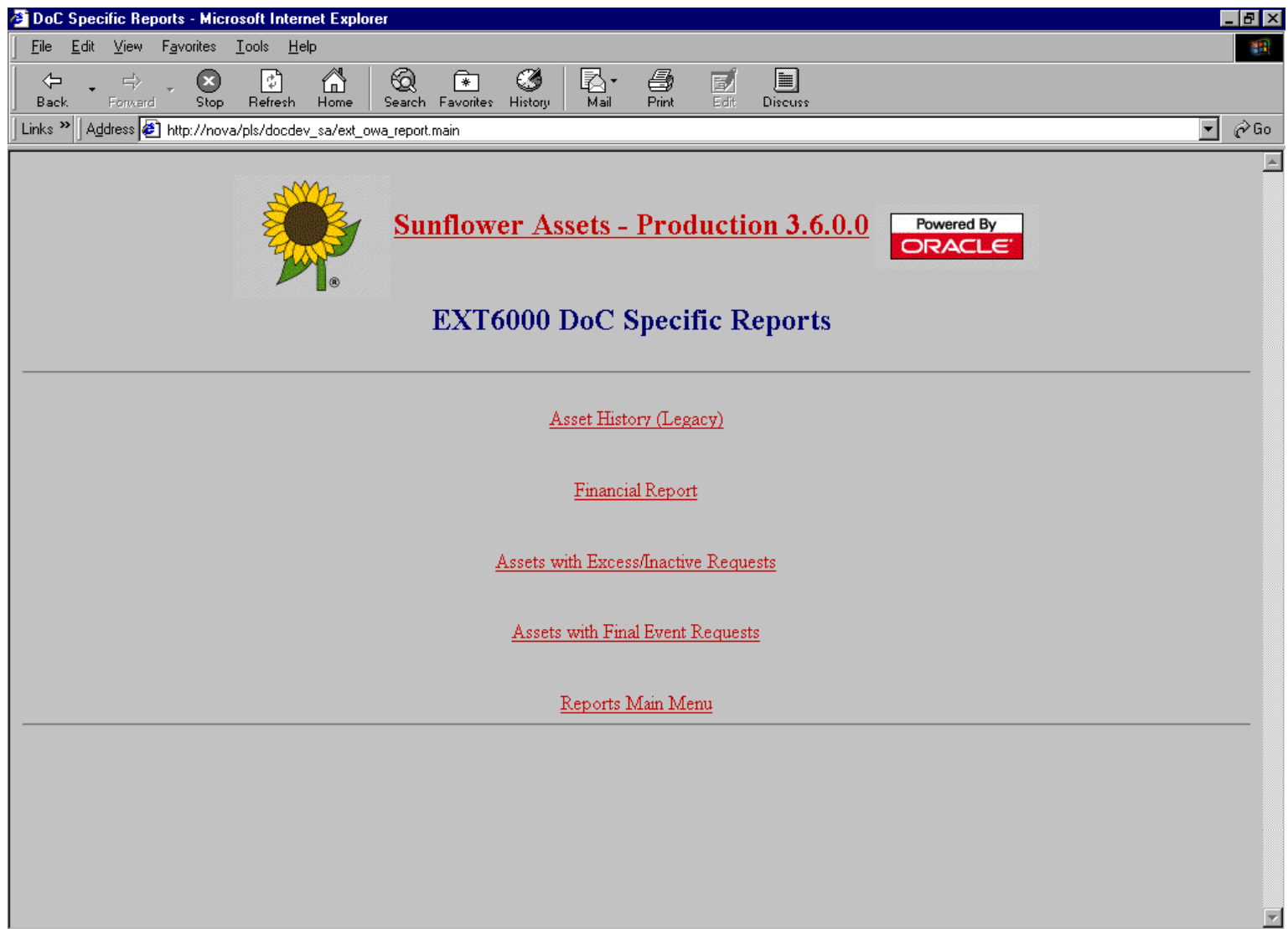
To delete pictures/attachments, check the *Delete?* checkbox.

To update pictures/attachments, choose the type from the list, enter the description.

Click the *Save* button to commit the changes.

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User-Defined Reports



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Notification

Sunflower Assets 3.6.0.0 - Production - 10/30/2002 (SA@docdev)

Agree Mgmt Finance Inactive Excess Review Admin Reports Functions Utility Help Window

Enter Registered Application Parameter Values - saad0090

Parameters For REGISTERED APPLICATIONS

Parameter Values

Application	Category	Code	Description	Set?
ASSETS	EXTENSION	CD50ACCEPT	The email message for CD 50 accept	<input checked="" type="checkbox"/>
		Value	Accepted this request	
ASSETS	EXTENSION	CD50DENY	The email message for CD 50 deny	<input checked="" type="checkbox"/>
		Value	Denied this request	
ASSETS	EXTENSION	CD52NOTIFY	The email message for CD 52	<input checked="" type="checkbox"/>
		Value	Requesting for your approval	
ASSETS	EXTENSION	SMTP SERV	The name or IP address of the SMTP mail server	<input checked="" type="checkbox"/>
		Value	www.annams.com	
				<input type="checkbox"/>
		Value		

Reset Value

Organization
Record: 1/4

This functionality allows a user to send a message via email. The **Approve/Deny Final Event Request and the Assign Approver** screens allow the PMO to send email to his/her assigned approvers. The **Receive Excess/Inactive Receival** screen allows the user to send email to the requester as to his/her accepting or denying of the excess/inactive request. The default email messages can be overwritten.

There are 3 parameters to set up the default values of these email messages. One for the **Approve/Deny Final Event Request and the Assign Approver (CD52NOTIFY)** and two for the **Receive Excess/Inactive Receival (CD50ACCEPT - accept and CD50DENY - deny email message)**. These default values are maintained in the **Admin->User Extensibility->Enter Registered Application Parameter Values** by an SFA Administrator.

Both the sender and the recipient must have an email address for the notification process to be successful.

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Query Criteria



http://nova/pls/docdev_sa/ext_owa_exas_receival.main?p_entity_id=57499&p_entity_name=Inventory+ - Microsoft Internet Explorer

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Links >> Address http://nova/pls/docdev_sa/ext_owa_exas_receival.main?p_entity_id=57499&p_entity_name=Inventory+Asset Go

Inventory Asset Excess Receival: Pick-up and Delivery Information




Excess in-place?	<input checked="" type="checkbox"/>	
Pick-Up Location	<input type="text"/>	
Delivery-to Location	<input type="text"/>	




Actions

Cancel Query	Execute Query	Recall Last Query	Clear	Manually List Assets	Non-Barcode
--------------	---------------	-------------------	-------	----------------------	-------------

Query Criteria

☒ Assigned ☐ Requested

Steward	<input type="text"/>	
Custodian	Identifier <input type="text"/> Name <input type="text"/>	
User	Identifier <input type="text"/> Name <input type="text"/>	

Site	<input type="text"/>	
	BUILDING <input type="text"/>  ROOM <input type="text"/> 	
Manufacturer	<input type="text"/>	
Model	<input type="text"/>	

The screenshot shows a web browser window with the address bar displaying `http://nova/pls/docdev_sa/ext_owa_exas_receiveal.main?p_entity_id=57499&p_entity_name=Inventory+Asset`. The page title is "Inventory Asset Excess Receiveal: Pick-up and Delivery Information".

The form contains the following fields and controls:

- Excess in-place?**: A checkbox that is checked.
- Pick-Up Location**: A text input field with a download icon (blue square with a white arrow) to its right.
- Delivery-to Location**: A text input field with a download icon (blue square with a white arrow) to its right.
- Actions**: A section with buttons: "Cancel Query", "Execute Query", "Recall Last Query", "Clear", "Manually List Assets", and "Non-Barcode".
- Custodian**: A section with "Identifier" and "Name" input fields, each with a download icon (purple square with a white arrow) to its right.
- User**: A section with "Identifier" and "Name" input fields, each with a download icon (purple square with a white arrow) to its right.
- Site**: A section with a "BUILDING" dropdown menu, a text input field, and a download icon (purple square with a white arrow) to its right. Below this is a "ROOM" dropdown menu, a text input field, and a download icon (purple square with a white arrow) to its right.
- Manufacturer**: A text input field with a download icon (purple square with a white arrow) to its right.
- Model**: A text input field.
- Official Name**: A text input field.
- Serial Number**: A text input field.
- Identifier**: A text input field.

To display the above screen, click the *Enter Query* button.

Query Criteria enables you to find assets using a variety of criteria, such as:

Assets Assigned to or Requested:

Steward

Custodian

User

Location

Manufacturer

Model

Official Name

Identifier

Clicking the *Execute Query* button, Sunflower Assets finds all the assets that match your criteria and displays them back in the screen from which you requested the search.

Note: The **Pick-up and Delivery Information** block indicates that the **QUERY CRITERIA** screen was called from the **Create Excess Receival Request** screen.

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List of Values

Catalog Information

Sunflower Assets - Production 3.6.0.0 Catalogs - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Catalogs

Manufacturer	<input type="text"/>	
Model Number Name	<input type="text"/>	
Official Name	<input type="text"/>	
Asset Type	<input type="text"/>	

Select Cancel

To change information for the *Catalog* select the *Manufacturer* and/or *Model Number Name* drop-down list. Clicking the drop-down list button will display the *Manufacturer and/or Model Number* screens. Entering a few characters followed by the Tab key produces a short list. Entering a “%” (wild card) followed by the Tab key produces a long list. Click the *Select* button to select the catalog.

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Commodity Information

The screenshot shows a web browser window titled "Sunflower Assets - Production 3.6.0.0 Commodity Information - Microsoft Internet Explorer". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The main content area has a title "Commodity Information" in a large, bold, blue font. Below the title, there are three input fields: a large text box for "Description", a smaller text box for "Quantity", and a dropdown menu for "Unit of Measure" currently set to "BAG". To the right of these fields are two buttons: "Select" and "Cancel".

If the asset is a commodity asset (for example, several spools of wire), enter the commodity information.

All fields are mandatory.

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Location

Sunflower Assets - Production 3.6.0.0 Locations - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Locations ☒ On-Site ☐ Off-Site

ABERDEEN

BUILDING ROOM Mail Stop

Select Cancel

To change information for the *Location* (**TA, Bldg or Room**) select the drop-down list. Entering a few characters followed by the Tab key produces a short list. Entering a “%” (wild card) followed by the Tab key produces a long list. Click the *Select* button to select the location.

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Buildings

Sunflower Assets - Production 3.6.0.0 Level 1 Structures - Microsoft Internet Explorer

File Edit View Favorites Tools Help

BUILDINGS at the ABERDEEN site

Search for BUILDINGS with identifiers like...

%

Press the [Tab] key to show all BUILDINGS at the ABERDEEN site with an identifier like the pattern above

COURTHOUSE/P.O.BUIE.

.....End of List (1 Choice(s))

Select Cancel

To change information for the *Building* select the drop-down list. Entering a few characters followed by the Tab key produces a short list. Entering a “%” (wild card) followed by the Tab key produces a long list. Click the *Select* button to select the building.

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Rooms

Sunflower Assets - Production 3.6.0.0 Level 2 Structures - Microsoft Internet Explorer

File Edit View Favorites Tools Help

ROOMs in BUILDING COURTHOUSE/P.O.BUIE.

Search for ROOMs with identifiers like...

%

Press the [Tab] key to show all ROOMs in BUILDING COURTHOUSE/P.O.BUIE. with an identifier like the pattern above

216

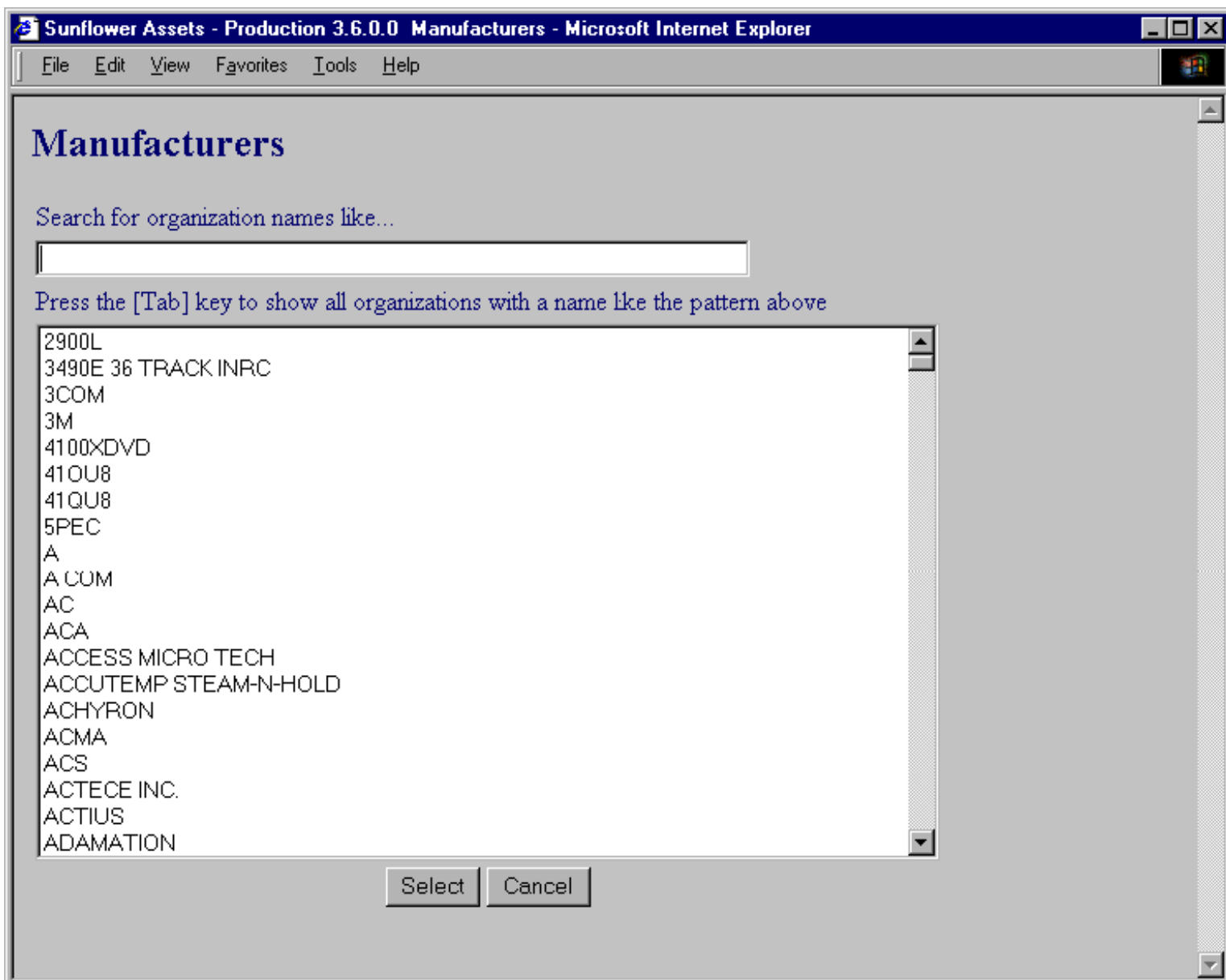
.....End of List (1 Choice(s))

Select Cancel

To change information for the *Room*, select the drop-down list. Entering a few characters followed by the Tab key produces a short list. Entering a “%” (wild card) followed by the Tab key produces a long list. Click the *Select* button to select the room.

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Manufacturer



To change information for the **Manufacturer** select the drop-down list. Entering a few characters followed by the **Tab** key produces a short list. Entering a “%” (wild card) followed by the **Tab** key produces a long list. Click the *Select* button to select the manufacturer.

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Model Number

Sunflower Assets - Production 3.6.0.0 Model Number Name - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Model Number Name

Search for model number names like...

Press the [Tab] key to show all model number names with a name like the pattern above

Model	Manufacturer	Official Name	Asset Type
2900L	2900L	FACSIMILE TERMINAL	ADP
2483N	3490E	36 TRACK INRC TAPE DRIVE	COMPUTER EQUIPMENT
2500	3COM	SERVER NETWORK COMMUNICA	ADP
3C16270	3COM	POWER DIRECTOR	ADP
CPU	3COM	PENTIUM III	ADP
CPU, PENTIUM III	3COM	VIDEO CASSETTE RECORDER	ADP
MILLENNIA	3COM	COMPUTER DESKTOP	ADP
SE440BXATM	3COM	VIDEO CASSETTE RECORDER	ADP
SUPERSTACK	3COM	IUD NETWORK COMMUNICATI	ADP
SUPERSTACK 11	3COM	HUB NETWORK COMMUNICATI	ADP
500	3M	PRINTER	ADP
7540AJ	3M	MICROFILM READER/PRINTER	OTHER EQUIPMENT
7S40AJ	3M	MICROFILM READER/PRINTER	OTHER EQUIPMENT
9700	3M	PROJECTOR OVERHEAD	ADP
MP8650	3M	PROJECTOR OVERHEAD	ADP
MP8775	3M	PROJECTOR MOTION PICTUR	OTHER EQUIPMENT
X9148953A	4100	XDVD	COMPUTER LAPTOP
X9149123A	410U8	COMPUTER LAPTOP	ADP
X9152513A	41QU8	COMPUTER LAPTOP	ADP

Select Cancel

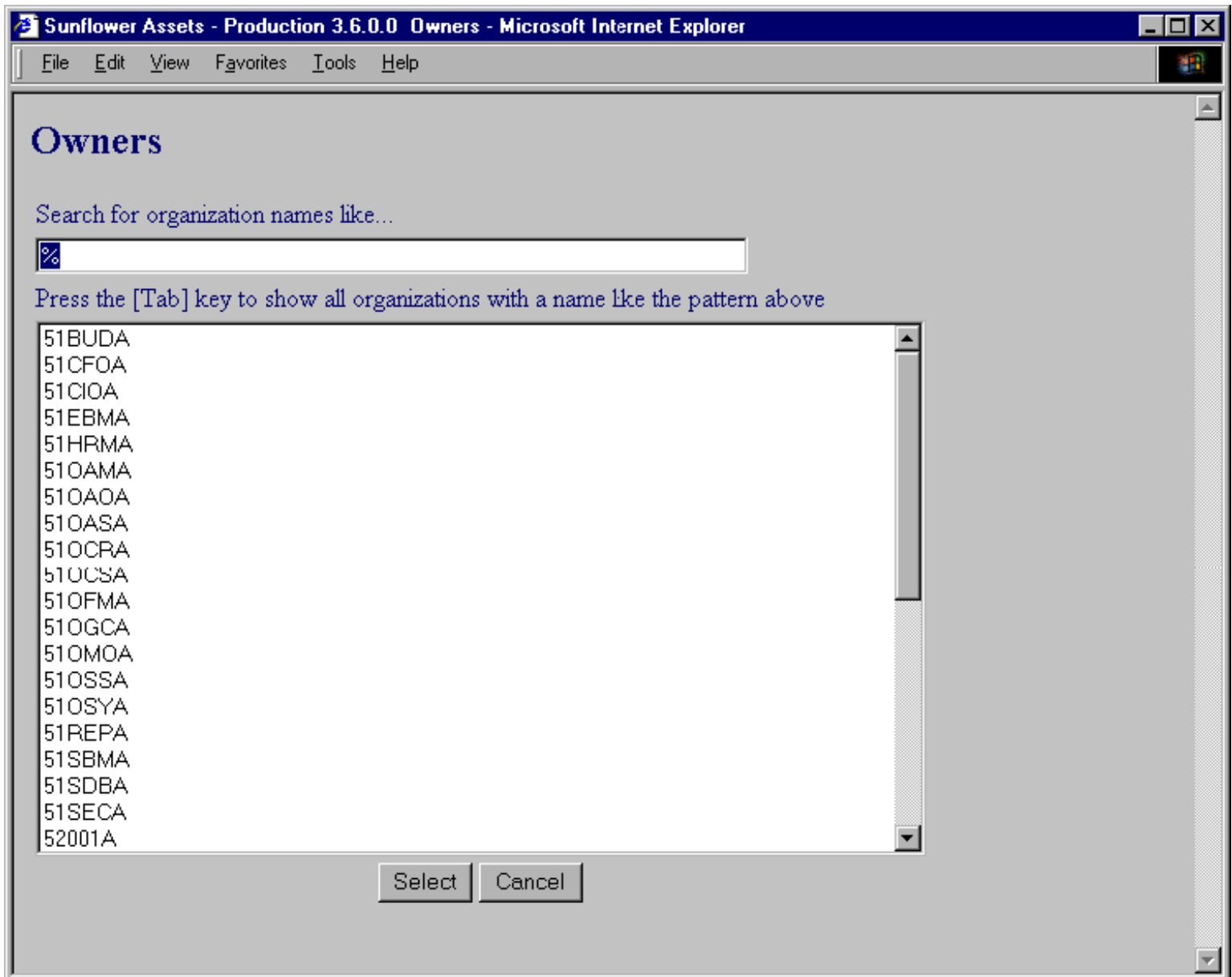
To change information for the **Model Number Name** select the drop-down list. Entering a few characters followed by the **Tab** key produces a short list. Entering a “%” (wild card) followed by the **Tab** key produces a long list. Click the *Select* button to select the model number name.

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Organization

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file:///Users/brianmason/Desktop/site%20folder/http/www.pps.noaa.gov_80/CD50-52%20User%20Guide.htm (47 of 50)7/7/2004 12:31:02 PM



To change information for the *Owner* select the drop-down list. Entering a few characters followed by the **Tab** key produces a short list. Entering a “%” (wild card) followed by the **Tab** key produces a long list. Click the *Select* button to select the owner.

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People

Sunflower Assets - Production 3.6.0.0 People - Microsoft Internet Explorer

File Edit View Favorites Tools Help

People

Search for last names like...

Press the [Tab] key to show all people with a last name like the pattern above

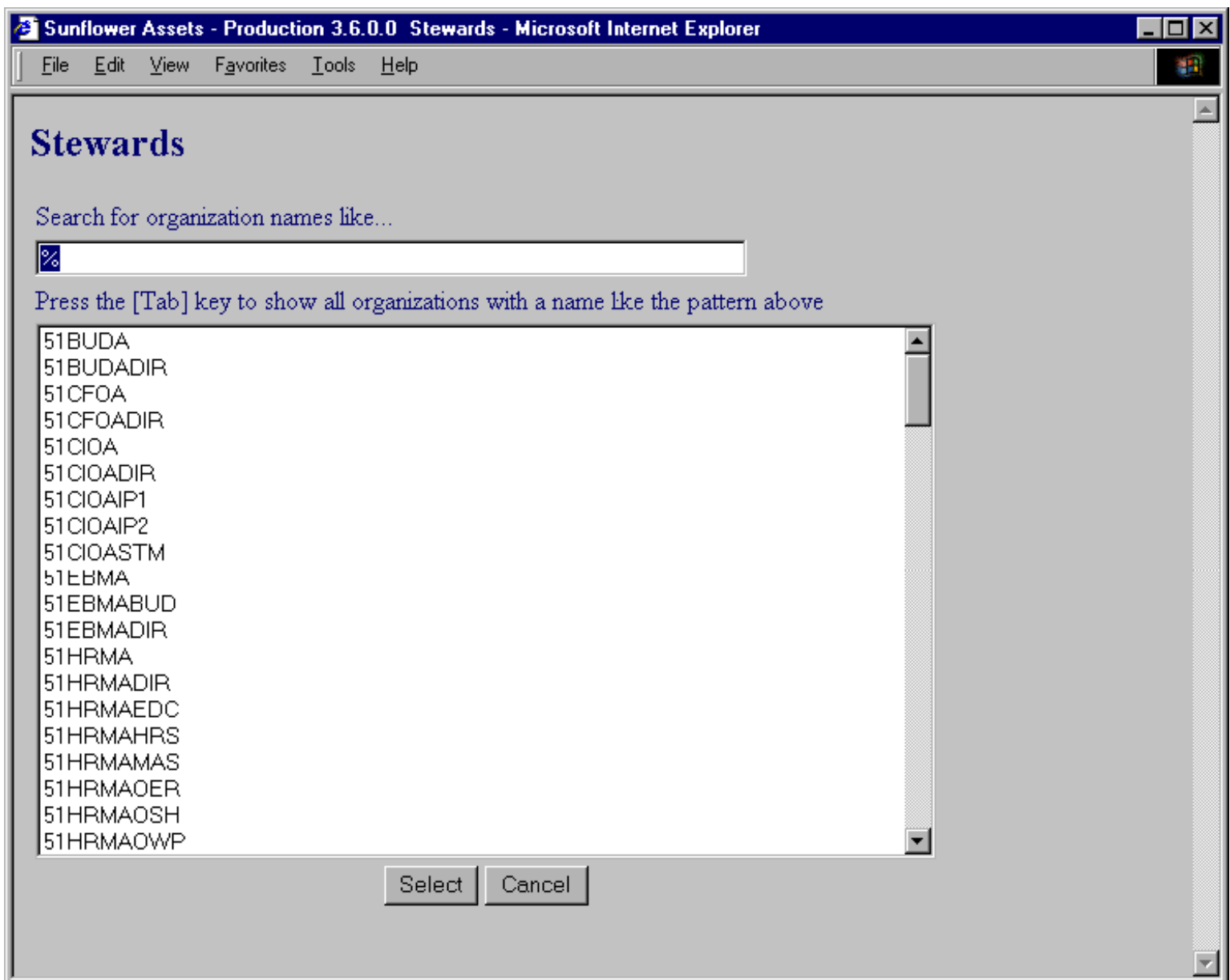
- ABNER**ACIE
- ADAMS**RONALD
- ALSPACH**MARY KATHRYN
- ALVI**AKHTAR
- ALVORD**DENNIS
- AMES**ALDRED
- ANDBERG**JENNIFER
- ANDERS**JOYCE
- ATWOOD**JOHN
- BAILEY**PRICILLA
- BALL**EARTHA
- BANKS**GWELLNAR
- BARNHILL**CAROL
- BARUAH**SANDY
- BEACH**TYRONE
- BEARDEN**DAVID
- BENJAMIN**STEPHANIE
- BENNETT**AILEEN
- BERBLINGER**ANNE
- BERKOWITZ**ARNOLD

Select Cancel

To change information for the *Person* select the drop-down list. Entering a few characters followed by the Tab key produces a short list. Entering a “%” (wild card) followed by the Tab key produces a long list. Click the *Select* button to select the person.

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Steward



To change information for the *Steward* select the drop-down list. Entering a few characters followed by the **Tab** key produces a short list. Entering a “%” (wild card) followed by the **Tab** key produces a long list. Click the *Select* button to select the steward.

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